



"People  
helping people  
help  
themselves"

Michael R. Pence, Governor  
State of Indiana

***Division of Disability and Rehabilitative Services***  
402 W. WASHINGTON STREET, P.O. BOX 7083  
INDIANAPOLIS, IN 46207-7083  
1-800-545-7763

## **BDDS PROCEDURAL GUIDANCE: SGL CONVERSION REQUESTS**

***EFFECTIVE DECEMBER 3, 2012***

---

Providers desiring to convert existing group homes to waiver supported living sites must submit a formal request to the Division Director that includes:

1. The address of the homes and the names of the individuals currently residing in the home.
2. Capital requests above and beyond current Medicaid reimbursements.
3. A plan on how to notify individuals and their guardians of the conversion. All individuals will need to sign a Declaration of Choice form that indicates they are choosing waiver services and declining SGL services. You will also need to explain that individuals have Freedom of Choice of providers, as this will be reiterated by the BDDS Generalist managing your conversion. Freedom of Choice is required by the Centers for Medicaid and Medicare Services (CMS).
4. A conversion time line that includes the date for conversion:
  - The date of conversion will be the 1<sup>st</sup> day of the month that all individuals who are converting to waiver will be effective on the Notice of Action. Please allow time for all steps in the process to occur when picking this date. The BDDS On-Boarding processes can take up to 6 weeks if not all documentation is in place, please review steps below and prepare documents ahead of time to hasten the process and make it run more smoothly.
  - The date you intend to notify the Indiana State Department of Health (ISDH) that you will be closing your home.
    - Notice should be sent to: [LTCproviderservices@isdh.in.gov](mailto:LTCproviderservices@isdh.in.gov)
    - Carbon Copy: [david.fox@fssa.in.gov](mailto:david.fox@fssa.in.gov) and [penny.lewis@fssa.in.gov](mailto:penny.lewis@fssa.in.gov)
  - The date(s) you will be notifying individuals and guardians that you are closing your home.
  - Other pertinent dates and narrative to explain them. This would include transition of physical location, staff training, etc.

Once your request is reviewed and approved, and Algo assessment reviews have been finalized; the following will happen:





*"People  
helping people  
help  
themselves"*

Michael R. Pence, Governor  
State of Indiana

***Division of Disability and Rehabilitative Services***  
402 W. WASHINGTON STREET, P.O. BOX 7083  
INDIANAPOLIS, IN 46207-7083  
1-800-545-7763

1. Individuals in your homes will be targeted for the DD Waiver via priority placement.
2. BDDS will conduct eligibility and level of care (LOC) on all individuals per policy. All individuals will need a current Confirmation of Diagnosis form for this to be completed. Please work on getting these done before individuals are targeted as this can be the most time consuming step. A copy of this form can be found on the DDRS website at [http://www.in.gov/fssa/files/State\\_Form\\_54727\\_450B\\_Dec2011v2.pdf](http://www.in.gov/fssa/files/State_Form_54727_450B_Dec2011v2.pdf). BDDS will use the documents you have submitted for the equalized assessment as well as previous Case Analyses and collateral to determine LOC. Please provide them with any current information they may not all ready have. A new case analysis will not be ordered unless there is inadequate documentation, if a case analysis is ordered anticipate another 4-6 week delay in the conversion process.
3. Once LOC is completed, individuals will be provided with a pick list of case management companies. Individuals will have 5 business days to select a case management company. Upon signing and returning the pick list, individual's referral packets will be sent to the selected case management company.
4. The case management company will follow the following time line standard to waiver on-boarding:
  - Contact made with consumer/family within **3 business days** to schedule an initial meeting within **14 business days**.
  - *Responsibility is on the consumer/family to accommodate the meeting date identified by the case manager within 10 calendar days*
  - From date of contact, the consumer/family has **5 business days** to interview and choose a permanent case manager.
  - From the date of contact, the consumer/family has **14 business days** to schedule interviews and choose, at minimum, one provider.
  - From the date a provider is chosen, the consumer/family has **15 business days** to complete service planning process and submit CCB.
  - Once service planning is complete, the consumer/family has **3 business days** to review and sign service planning documents.

Again, pre-planning may assist you in expediting this process. Because of Freedom of Choice, we cannot guarantee that all individuals will have the same case management company or case manager. When the case management company is selected, BDDS will alert the case manager





"People  
helping people  
help  
themselves"

Michael R. Pence, Governor  
State of Indiana

***Division of Disability and Rehabilitative Services***  
402 W. WASHINGTON STREET, P.O. BOX 7083  
INDIANAPOLIS, IN 46207-7083  
1-800-545-7763

that this is a conversion house and the selection of case managers should be a restricted pool of three case managers to select from.

5. The CCBs will be subject to the expedited review process and will move quickly to Notices of Action. Concurrently to the CCB approvals, BDDS Generalist and Case Manager will assist in transition planning if the individuals are moving to another physical location. If there is no change in physical location, there will be a brief transition meeting and review to assure that the environment meets BDDS standards prior to the NOA start date.
6. On the NOA start date, all individuals in the home will be waiver participants. There cannot be a mix of SGL and waiver participants in a home.
7. All individuals will receive a review of Algo and allocation prior to their waiver anniversary date.

If, at anytime, the conversion timeline needs to be adjusted, the BDDS Director must be notified immediately. Because this is a wide scale conversion that involves multiple participants, the BDDS Director may exercise the right to adjust the timeline as they determine is in the best interest of the State or the waiver participants. This may mean delaying the conversion date. It is expected that the provider will identify one primary contact to manage the conversion process, who will provide open and regular status updates to the BDDS Director and staff.



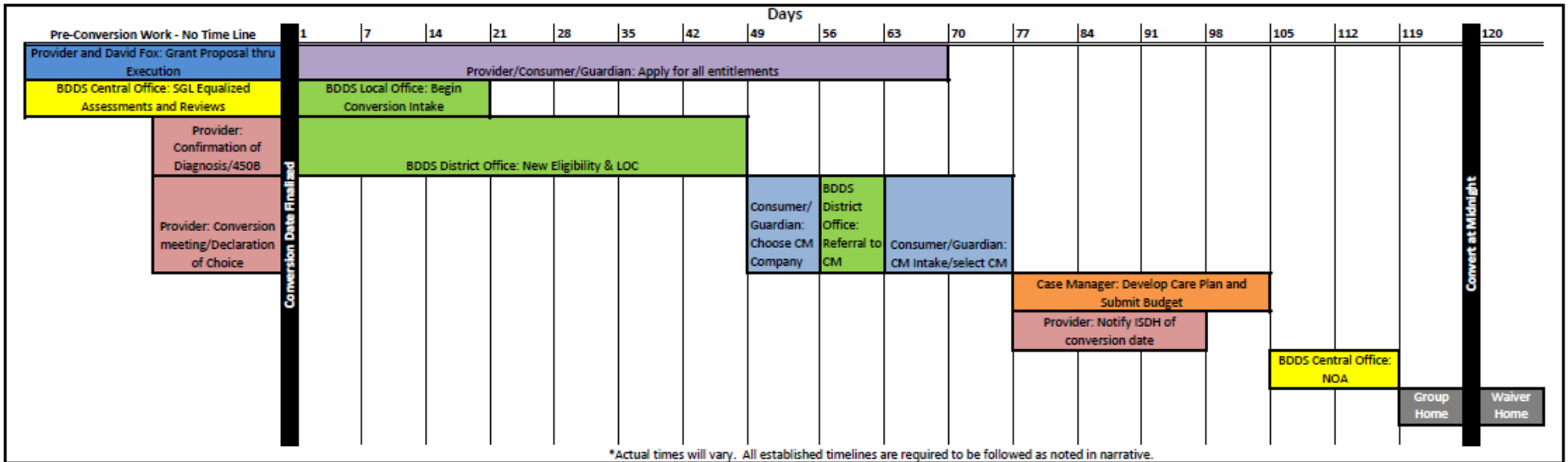


"People  
helping people  
help  
themselves"

Michael R. Pence, Governor  
State of Indiana

**Division of Disability and Rehabilitative Services**  
402 W. WASHINGTON STREET, P.O. BOX 7083  
INDIANAPOLIS, IN 46207-7083  
1-800-545-7763

### Approximate SGL Conversion Timeline



Action/Responsibility Color Chart	
Provider and David Fox	Blue
BDDS Central Office	Yellow
Provider	Pink
Provider/Consumer/Guardian	Purple
BDDS District Office	Green
Consumer/Guardian	Light Blue
Case Manager	Orange

